

# Online Testing Preparation for December 2019 Administrations

October 24, 2019



# Housekeeping

- If you have problems hearing the presentation, dial in on a telephone.  
Dial-in information:
  - in the *Meeting Information* icon at the top-left of the screen
  - in your registration email (messenger@webex.com)
- Dialing in for audio is recommended for best sound quality.
- All attendees' lines have been muted due to the high number of participants.
- For questions or comments, use the "Q&A" function.

# Objectives

Today's session will cover the following topics:

- Technology Readiness
- Secure Browser
- STAAR Practice Tests and Tutorials
- Administration Procedures and Technical Support Plan
- Manage Online Testing
- Online Test Registrations and Groups

# Technology Readiness

# Technology Readiness

- Important information and resources available on the Technology page at <http://www.TexasAssessment.gov/administrators/technology>
- Review and share technology resources and reference materials with IT

## STAAR Grades 3-8 and EOC

STAAR Assessment Management System User's Guide (PDF)

STAAR Assessment Management System User Roles Permissions Matrix for Interim and Summative Assessments (PDF)

## STAAR Online Testing Platform Secure Browsers

For Windows®

For Mac OS (.dmg)

For Mac OS (.pkg)

For Chromebook™

For iPad®

**Texas Assessment Management System** FOR FAMILIES | **FOR ADMINISTRATORS** | FOR EDUCATORS | ASSESSMENTS | CONTACT | EN ESPAÑOL

ABOUT STAAR | ABOUT STAAR ALTERNATE 2 AND TELPAS | TEST ADMINISTRATION | TRAINING | TEST RESULTS | RESOURCES | FAQs | **TECHNOLOGY** | ADDITIONAL REPORTS

### TECHNOLOGY SYSTEMS AND SUPPORT

<b>STAAR Grades 3-8 and EOC</b> STAAR Assessment Management System User's Guide (PDF) STAAR Assessment Management System User Roles Permissions Matrix for Interim and Summative Assessments (PDF)	<b>STAAR Online Testing Platform Secure Browsers (cont.)</b> <b>For Ubuntu® Linux (.deb package)</b> Linux-deb-64-bit Linux-run-64-bit	<b>STAAR Alternate 2 and TELPAS Assessment Management Systems</b> Training Modules for the STAAR Alternate 2 and TELPAS Assessment Management Systems STAAR Alternate 2 and TELPAS Assessment Management Systems User's Guide User Roles and Permissions for the STAAR Alternate 2 and TELPAS Assessment Management Systems (PDF) Installable TestNav (for Windows, Mac, Linux, Fedora, and Ubuntu, iPad, Android, and Chromebook) and ProctorCache Installers (for Windows and Mac) STAAR Alternate 2 and TELPAS Assessment Management Systems Training Site TestNav 8 Online Support	<b>All Assessment Programs</b> Consolidated Accountability File (CAF) (PPTX) <b>Unified Specifications</b> Unified Minimum System Requirements for the Administration of Online Assessments (PDF) <b>System Upload File Formats</b> 2018-2019 Student Registration Header Template <b>System File Formats</b> 2018-2019 Data File Format for Student Registration (PDF) 2018 STAAR Grades 3-8 Reporting Student Data File Format (PDF) 2018-2019 STAAR EOC-of-Course Reporting Student Data File Format (PDF) <b>Texas Assessment Data Portal</b> Student Portal Help Guide (PDF) Teacher Portal Help Guide (PDF) Analytic Portal Help Guide (PDF) Data Interaction Hardware and Software Requirements (PDF)
<b>Interim Assessments</b> STAAR Assessment Management System User Roles Permissions Matrix for Interim and Summative Assessments (PDF) Interim Assessments User Manual (PDF) Interim Results Guide (PDF) Interim Assessments Frequently Asked Questions	<b>STAAR Online Testing Platform Resources</b> STAAR Online Testing Platform Technology Guide (PDF) STAAR Online Testing Platform Local Caching Software (LCS) District Guide (PDF) <a href="#">Online Readiness Tools</a> Quick Guide to Online Testing (PDF)		
<b>STAAR Online Testing Platform Secure Browsers</b> For Windows® For Mac OS (.dmg) For Mac OS (.pkg) For Chromebook™ For iPad® For Fedora® Linux (.rpm)			

## STAAR Online Testing Platform Resources

STAAR Online Testing Platform Technology Guide (PDF)

STAAR Online Testing Platform Local Caching Software (LCS) District Guide (PDF)

Online Readiness Tools

Quick Guide to Online Testing (PDF)

## System File Formats

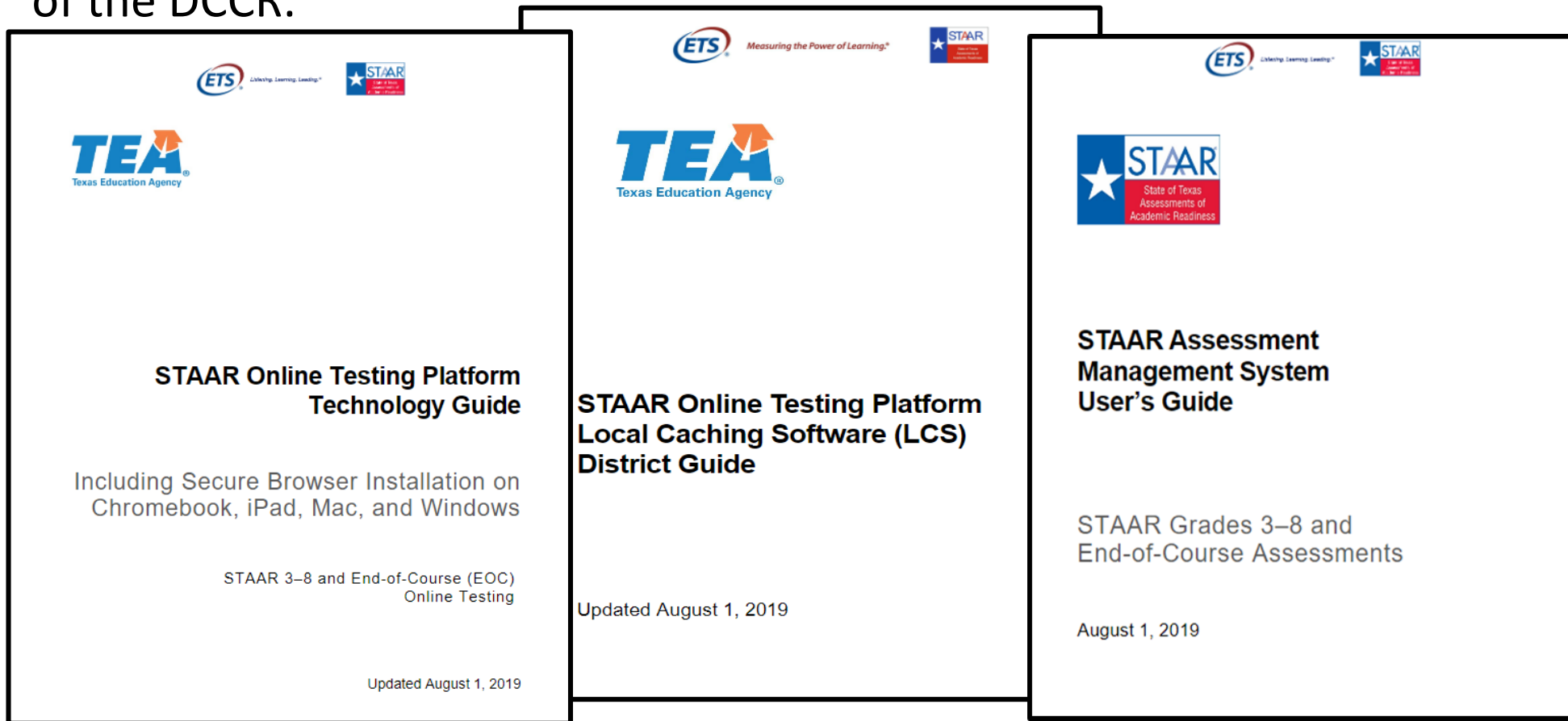
2018-2019 Data File Format for Student Registration (PDF)

2018 STAAR Grades 3-8 Reporting Student Data File Format (PDF)

2018-2019 STAAR EOC-of-Course Reporting Student Data File Format (PDF)

# Technology Readiness – Available Resources

Available in the [Technology Systems Online Documentation](#) page of the DCCR.



# Technology Readiness – Available Resources



## Quick Guide to Online Testing

- Work with your technology team and begin preparations early.
- Register students for online tests in the Assessment Management System.
- Prepare testing environments and conduct system/device checks.

<b>Preparation Activities for Administration of STAAR® Online Testing</b> <small>Refer to the State of Texas Assessments of Academic Readiness (STAAR) Assessment Management System User's Guide and the STAAR Online Testing Platform Technology Guide for details on completing the steps below.</small>	
Four to Six Weeks Prior	<div>Review resources and dates in <a href="#">Calendar of Events</a>. Train coordinators and technology staff.</div> <div>Register students for STAAR online testing. Refer to Section 6.2 of the <a href="#">Assessment Management System User's Guide</a>.</div>
Four Weeks Prior	<div>Prepare the testing environment (download, install and configure the SOTP). NOTES: For Windows, Mac OS and Linux, SOTP versions prior to 3.14.0 will not auto-update. Districts must uninstall the previous version of the SOTP and reinstall the latest version. SOTP secure browser will auto-update on Chromebooks and iOS devices. Districts must ensure network policies do not restrict auto-updates of the SOTP.</div> <div>Refer to <a href="#">Technology Systems and Support</a>. Perform systems test using <a href="#">Online Readiness Tools</a>. Evaluate system performance using tutorials and practice tests.</div>
Two Weeks Prior	<div>Verify accuracy of student registration data in the STAAR Assessment Management System.</div> <div>Verify online test registrations and test language. Verify online testing groups (optional). Verify online designated supports.</div>
One Week Prior	<div>Download and print student test tickets (store in secure location). Verify test language and PNP and accommodation settings; update as necessary.</div>
One to Three Days Prior	<div>Launch and verify that the current SOTP is installed and functioning on ALL testing devices. NOTE: Disable all system auto-updates once the SOTP has been tested and verified to be working.</div>
During Testing	<div>Provide test administrators with student rosters and student test tickets. Supply required tools and resources (test tickets, calculators, dictionaries, pencils, additional applicable reference materials, etc.). Refer to Section 7.5.2 of the <a href="#">Assessment Management System User's Guide</a>.</div> <div>Monitor administration of tests. Refer to <a href="#">Monitor Online Administrations in the DCCR</a>. Refer to Section 7.5 of the <a href="#">Assessment Management System User's Guide</a>.</div>
After Testing (through close of testing window)	<div>Make necessary updates to score codes and demographic information. Verify test attributes settings. Refer to Sections 6.1, 7.5.5, and 7.5.6 of the <a href="#">Assessment Management System User's Guide</a>.</div>
<small>Applies to STAAR Administrations</small>	
<small>Texas Education Agency, Student Assessment Division, August 2019</small>	

# Technology Readiness – Available Resources

- Identifies minimum system hardware requirements
  - Device
  - Operating Systems
  - Processors
  - Memory (RAM)
  - Minimum Screen Size and Resolution
  - Keyboard and Headphones

<div>   </div>	
<b>Unified Minimum System Requirements for the Administration of Online Assessments</b>	
The following specifications apply to all Texas student assessment program online assessments administered in the 2019-2020 school year.	
<b>Common Specifications for the Administration of All Online Testing (STAAR, STAAR Alternate 2, TELPAS, TELPAS Alternate)</b>	
Devices	Desktops: Windows, Mac OS X, Linux Laptops: Windows, Mac OS X, Linux Chromebooks Tablets: iPad – 5 <sup>th</sup> and 6 <sup>th</sup> Generation, Windows tablets except Windows RT
Operating Systems	Windows: 7*, 8, 1, 10 (Windows 10 S is not supported at this time) Chrome OS: (Release Channel only, current or near-current release) Mac OSX: 10.13, 10.14 iOS: 12 Linux Ubuntu: 18.04
Processors	Windows: Intel x86 (32 or 64 bit) Chrome OS: Any Mac OSX: Intel-based models iOS: Any Ubuntu: Intel Architecture - 64 bit only
Memory (RAM)	Windows: 2 GB (4 GB recommended) Chrome OS: 2 GB minimum (4 GB recommended) Mac OSX: 2 GB (4 GB recommended) iOS: 1 GB (2 GB recommended) Linux: 1 GB (2 GB recommended)
Minimum Screen Size	9.5 inches for all devices
Minimum Screen Resolution	1024 x 768 for all devices <b>NOTE:</b> Most displays require no scaling. Windows sets display scale to 100%. On devices with higher-resolution displays (e.g. Surface devices and 4K monitors), disable high DPI scaling: Right-click the STAAR Online Testing Platform shortcut, then check "Disable display scaling on high DPI settings" in <i>Properties &gt; Compatibility</i> .
Keyboard	Physical keyboard required for assessments with essays. Wired keyboard and mouse are strongly recommended.
Headphones	Headphones or earbuds recommended for assessments with audio content.



# Technology Readiness – Current Hardware Minimum Requirements

- **Chrome:** 63.0 – 76.0
- **Apple:** OSX 10.13; 10.14
- **iPads:** 5th Generation and higher / iOS 12
- **Windows:** 7, 8.1, 10
- **Windows Tablets:** All except Windows RT
- **Linux:** Ubuntu 16.04
- **Secure Web Browser:** 3.14.0(Desktop) / 2.75.0(iOS) / 2.62.0 (Chrome) / TestNav 8

# Technology Readiness – Network and Technical Infrastructure

- Ensure Hardware is in place and meets system requirements.
  - [Unified Minimum System Requirements for the Administration of Online Assessments](#) (UMSR)
  - [STAAR Online Testing Platform Technology Guide](#)
- If using Virtual Machines ensure that the virtual machine resources meet the UMSR guidelines.
- Ensure that network devices (routers, access points, etc.) don't time out or reset connections automatically.

# Considerations

- Identify internet bottlenecks or network configuration issues.
- Identify maximum number of current online testers supported by local bandwidth.
- How many concurrent online testers can the network support?
- Where are Wi-Fi hubs located and how many devices are connected to each?
- Make sure wireless access points are tested and working  
(Recommended: Dedicated access point inside testing room with no more than 25 connected devices).
- Discourage or ban other Wi-Fi use for non essential purposes during testing.

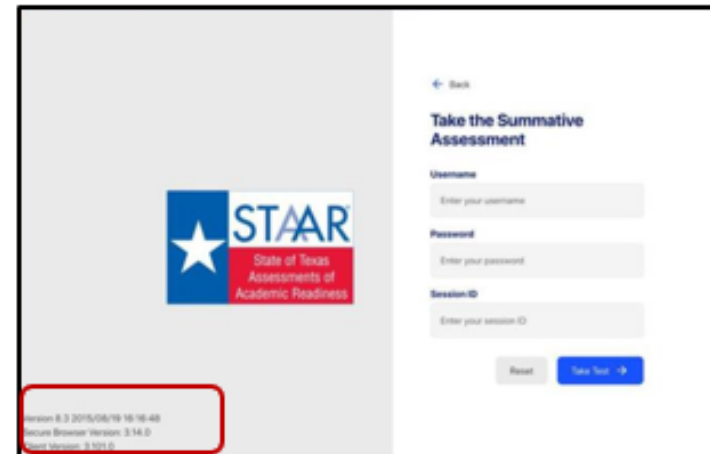
# Secure Browser

# STAAR Online Testing Platform Requirements

- Online testing requires stable, high-speed Internet connection(s) (wired or wireless) and appropriate bandwidth.
- For a complete list of requirements, see the Unified Minimum System Requirements.
- Components of the platform include online readiness tools, a capacity calculator, system check test, and the Secure Browser.
- The Secure Browser prevents students from accessing other computer or Internet applications or copying test information.

# Secure Browser Installers and Versions

- Testing devices must have latest version to access the STAAR online practice tests and 2019–2020 STAAR interim and summative assessments.
- Secure Browser version is identified on test login page of the STAAR Online Testing Platform.
- **NOTE:** Launch the practice test on all devices used for testing prior to the administration to ensure you have the appropriate version of the Secure Browser.



# Secure Browser Information and Technology Announcements

- Information available via *Online Testing > Secure Browsers*
- Information also available in the STAAR Online Testing Platform Technology Guide available at <http://www.texasassessment.gov/administrators/technology>

The screenshot displays the STAAR Assessment Management interface. The top navigation bar includes links for Students, Online Testing, Orders, Reports, Structure, and Admin. The left sidebar shows a menu with 'Online Testing' selected, and sub-items for 'Secure Browsers', 'Manage', and 'Groups'. The main content area is titled 'Secure Browsers' and contains an announcement about updates for the 2019-2020 test administrations, dated August 5, 2019. Below the announcement is a table listing the required Secure Browser versions for various operating systems.

Operating System	Updated Browser Version (Current)
Windows	v3.14.0 (requires uninstall of prior versions) - available August 5, 2019
Mac	v3.14.0 (requires uninstall of prior versions) - available August 5, 2019
Linux	v3.14.0 (requires uninstall of prior versions) - available August 5, 2019
Chromebook	v2.62.0 (1.30.0 in Chrome web store) - (prior version will auto-update) - available August 5, 2019
iOS	v2.75.0 (2.68 in Apple store) - (prior version will auto-update) - available August 5, 2019

NOTES:

# Secure Browser - Windows

- **Must** uninstall the previous version of the Secure Browser and install the latest version.
  - Current version 3.14.0 (Windows)
  - Fast User Switching must be Disabled
  - Window 7 Machines: may need the “Update for Universal C Runtime in Windows” installed



# Secure Browser - Mac

- **Must** uninstall the previous version of the Secure Browser and install the latest version.
  - Current version 3.14.0 (MacOS)
  - Spaces must be disabled in Mission Control
  - VoiceOver should be disabled during testing
  - Must use Managed Installation

# Secure Browser - Linux

- **Must** uninstall the previous version of the Secure Browser and install the latest version.
  - Current version 3.14.0 (Linux)
- NOTE: Installation procedures vary slightly on some versions of Linux based on distribution type.
- Refer to <https://www.linux.com/blog/how-install-software-linux-introduction> for more information.

# Secure Browser - iOS

- Secure Browsers will automatically update, unless disabled. If Auto-Update is disabled, you must update via the App Store.
  - Current iOS version is 2.75.0 (2.68 in Apple Store)
  - Turn off all operating system accessibility features during testing:
    - VoiceOver, Zoom, Display Accommodations, Speak Screen, Highlight Content, Typing Feedback, Switch Control, AssistiveTouch, Touch Accommodations, Shake to Undo, Mono Audio, and Audio Volume Balance

# Secure Browser: Setup and Testing

- Know your approach - Installation and Updates.
  - Device management software products are available for pushing out installations/updates (e.g., JAMF).
  - Start early - localized issues can arise based on your specific environment.
  - Enable software auto updates ahead of testing.
- Ensure updated secure browser is installed and functioning on all devices ahead of testing.
  - Have a plan for suspending OS and software updates ahead of or during testing once all is verified as working.
- Check Firewall settings.

# Guidance for Technology Staff

- Make sure you are current with OS updates and drivers, especially the week prior to the administration.
- Ensure updated Secure Browsers are installed on all machines that will be used for testing.
- Perform practice tests well in advance, including text-to-speech (TTS).
- Perform practice tests more frequently if using virtualization or N-Computing.
- Shut down all applications on devices prior to launching the Secure Browser.

# Guidance for Technology Staff

## WiFi

- Tune up WiFi for more Chromebooks and laptops.
- Increase the number of Wireless Access Points.
- Check for WiFi channel conflicts.
- Update firmware for WAPs and all network equipment.

## Chromebooks

- Chromebooks with Intel CPUs are recommended over those using ARM CPUs.
- Powerwash Chromebooks and, if possible, disable ChromeOS auto-updates the week prior to the administration.

# Emphasized Considerations

- How many concurrent online testers can the network support?
- Where are Wi-Fi hubs located and how many devices are connected to each?
  - Make sure wireless access points are tested and working.
  - Recommend dedicated access point inside testing room with no more than 25 connected devices.
- Discourage or ban other Wi-Fi use for nonessential purposes during testing.

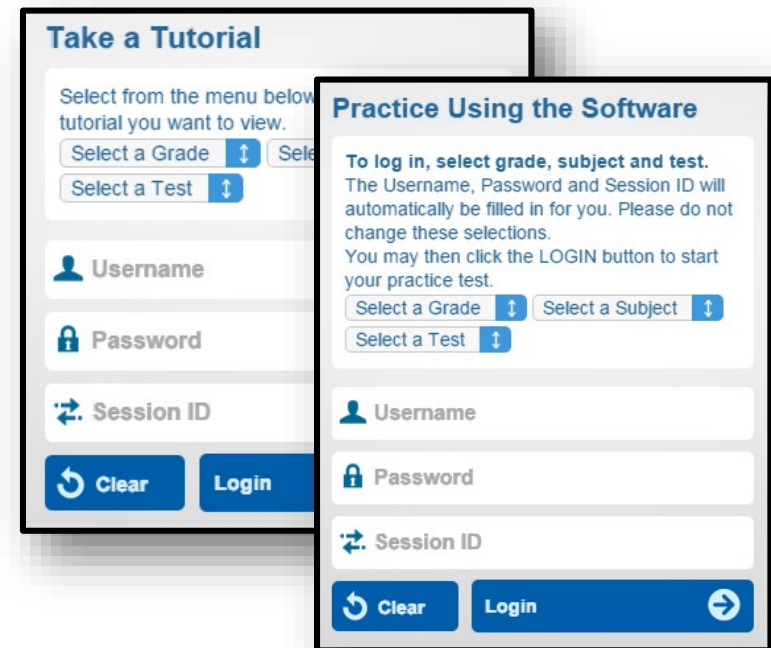
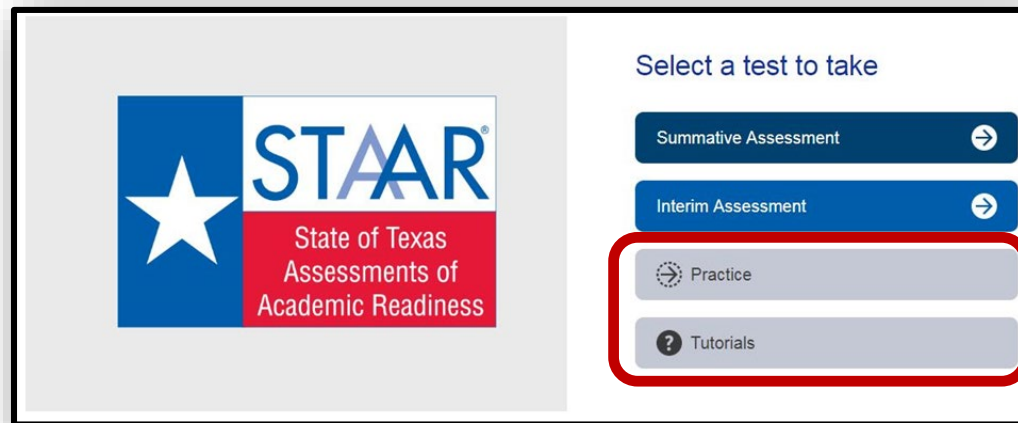
# STAAR Practice Tests and Tutorials





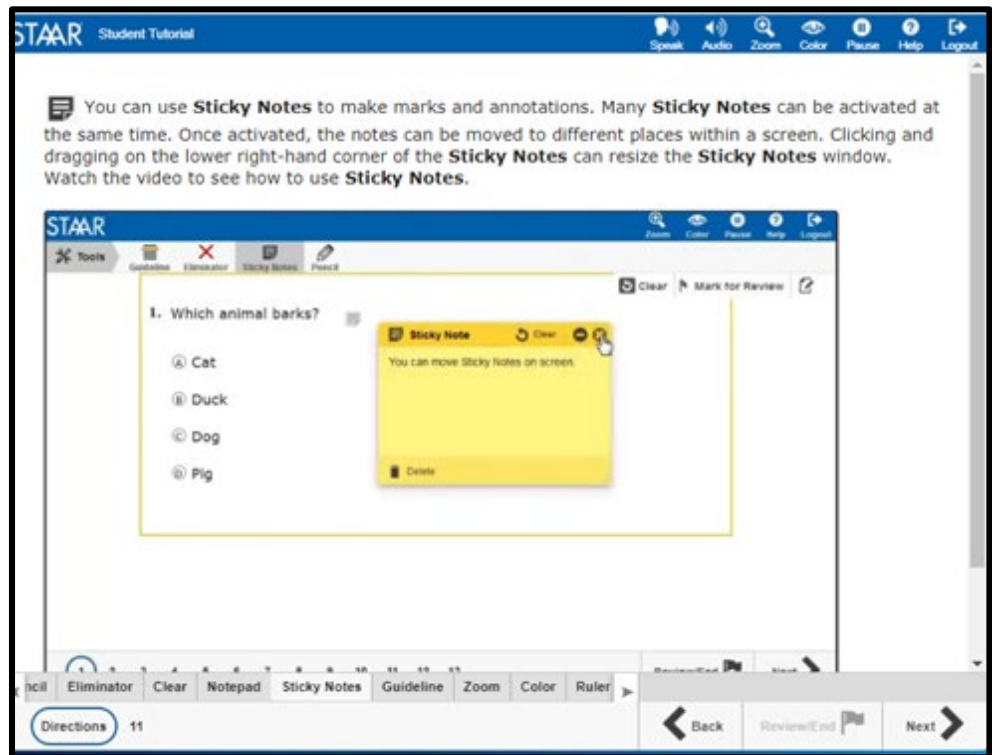
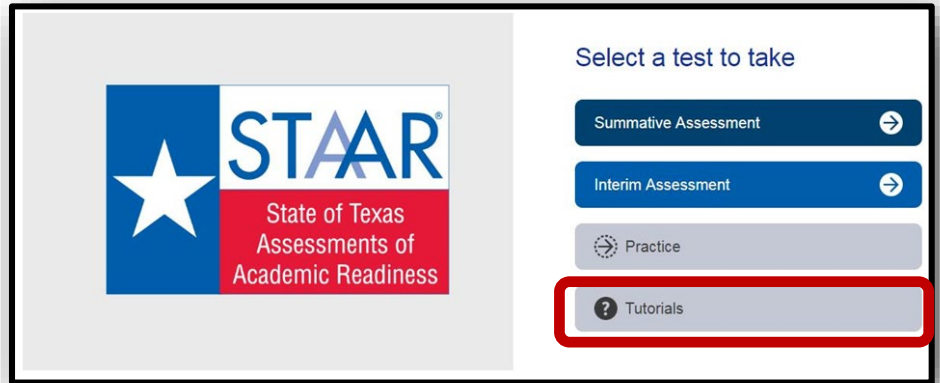
# Administer Tutorials, Practice Tests and/or Interims Prior to Test Day

- Confirms readiness of devices for online testing
- Is available throughout the year
- Familiarizes students and administrators with the online testing environment and available online tools



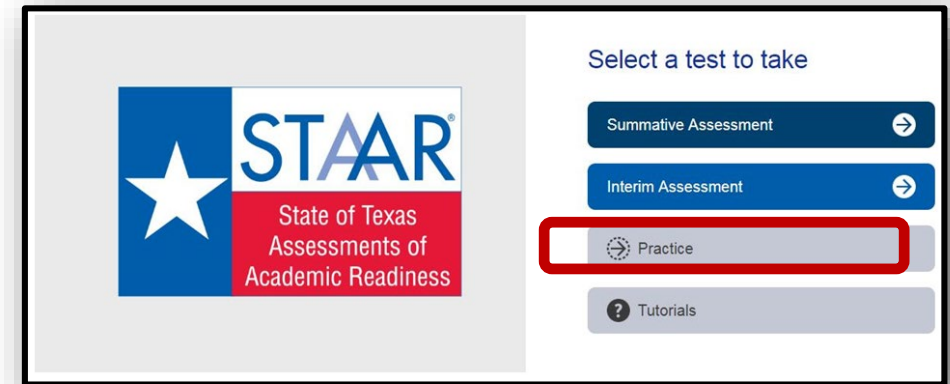
# STAAR Tutorials

- Each tab at the bottom of the screen contains a page explaining the online feature/tool in addition to a short video.
- The videos do not have sound except the Speak and Audio videos, which read aloud the text on the screen.
- The second page of each tab has a question to practice the feature/tool.
- The questions do NOT contain tested content and are intended to practice using the feature/tool.



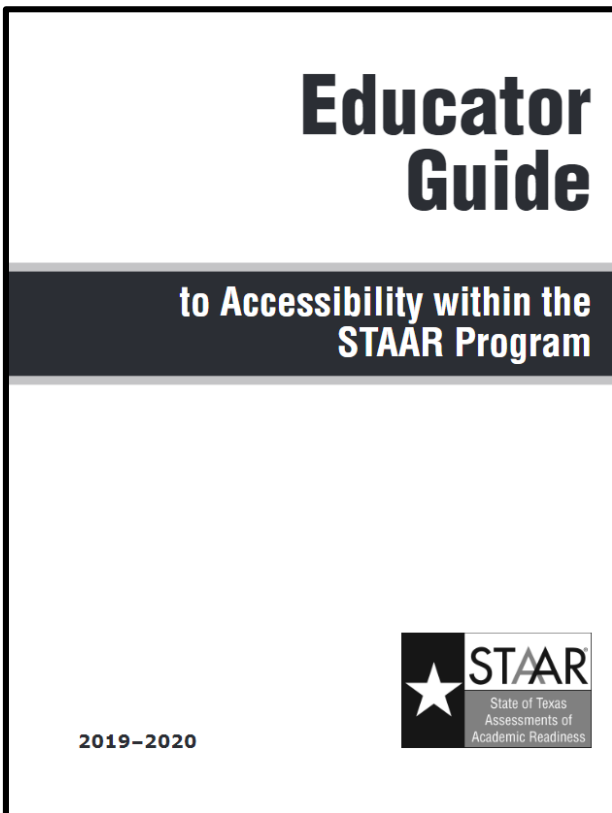
# STAAR Practice Tests

- From the STAAR Online Testing Platform (SOTP), select “Practice.”
- The practice tests include released tests from previous years.
- All PNPs are available, including the following:
  - Text-to-Speech (when available)
  - Spelling Assistance (writing compositions only)
  - Content and Language Supports
  - Signed Videos (mini tests)
  - Refreshable Braille (mini tests)

This screenshot shows the "Practice Using the Software" screen. On the left is the same STAAR logo as in the previous image. On the right, there is a "Back" link at the top. Below it is the heading "Practice Using the Software" and a instruction: "You must select an option for each field in order, from top to bottom." There are four dropdown menus: "Year" (set to 2018), "Grade" (set to Grade 5), "Subject" (set to Reading), and "Test" (set to All PNP). Below the "Test" dropdown is a list of options: "Select a Test", "No PNP", and "All PNP". The "All PNP" option is highlighted in blue.

# STAAR Online Testing Platform – Functionality and Tools

- Familiarize yourself and campus staff with online tools, features, and system functionality.



This block contains a screenshot of the STAAR Online Testing Platform interface with several callout boxes explaining accessibility features. The interface shows a biology question about natural selection. The callouts are as follows:

- Highlight:** When the student selects specific text, a menu appears.
- Erase Highlight:** Clicking the *Highlight* icon in the menu highlights the text. Clicking the highlighted text and choosing the *Erase Highlight* icon removes the highlighting.
- Speak:** When the student selects a specific group of text, a menu appears. The selected text is read aloud when the student clicks the *Speak* icon in this menu.
- Audio Controls:** The student can click the *Speak* icon to open a panel of audio controls including the *Play* button and the *Click Word* button.
- Audio Settings:** The student can click the *Audio* icon to open a panel of audio controls including the volume and speaking rate.
- Play:** When the *Play* button is activated, the question and answer choices are highlighted as they are read aloud in their entirety or until the student stops playback.
- Click Word:** The *Click Word* button allows the student to hear only one word at a time.
- Speaking Rate:** The rate at which the audio is read can be increased or decreased by moving the *Speaking Rate* slider.
- Volume:** The student can increase or decrease the volume of the audio by moving the *Volume Slider* icon.

# Administration Procedures and Technical Support Plan

# Administration Procedures and Technical Support Plan

- Establish and communicate Internet use policy during administrations, including
  - staff Internet use for nonessential work during testing, and
  - student mobile devices and Internet use during testing.
- Confirm campus troubleshooting procedures prior to escalation.
  - If only a few students out of a testing group or campus are reporting an issue with testing, it is **MOST LIKELY** a local issue.
- Establish escalation process and communication plan.

# Campus Support

- Develop campus online testing support plan for:
  - Downloading, installing, and updating the STAAR Online Testing Platform Secure Browser
  - Identifying devices meeting minimum system requirements
  - Testing devices
    - Bandwidth simulations – check bandwidth in testing locations and verify wireless access.
    - Run practice tests and tutorials ahead of testing.
  - Sharing information (policy and procedures)

# Campus Support: Campus Training

- Logistics
- Roles and responsibilities
- Testing device setup
- System platforms (Assessment Management System, SOTP)
- Issue escalation and procedures
- Technical support services and contact information
- Chat and co-browsing is available in the *Help Documentation* tab of the STAAR Assessment Management System.



# Troubleshooting Guidance

- Student inadvertently kicked out of a test session
  - Student will be automatically logged out.
  - Restart Secure Browser.
  - Log back in and re-launch test using existing ticket.
- Student accidentally submitted
  - Requires reopen
    - Within two hours – call Texas Assessment Support Center.
    - After two hours – call TEA's Student Assessment Division.

# Troubleshooting Guidance

- Student begins or completes a test using another student's test ticket.
  - Requires test reset
  - Follow TEA requirements for reporting a test irregularity.
- Computer freezes during testing
  - Shut down and reboot affected computer.
  - Re-launch test using existing ticket.
- Persisting technical issue that reboot does not correct
  - Move the student to another device.
  - Log in with existing ticket and continue testing.

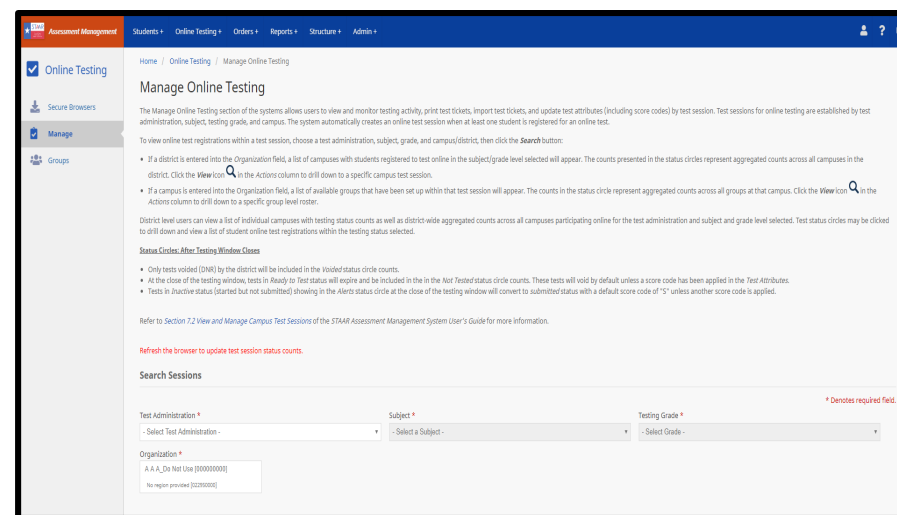
# Manage Online Testing

# Online Testing – Manage Online Testing

All activities required to monitor and manage online testing are conducted in the *Online Testing* tab.

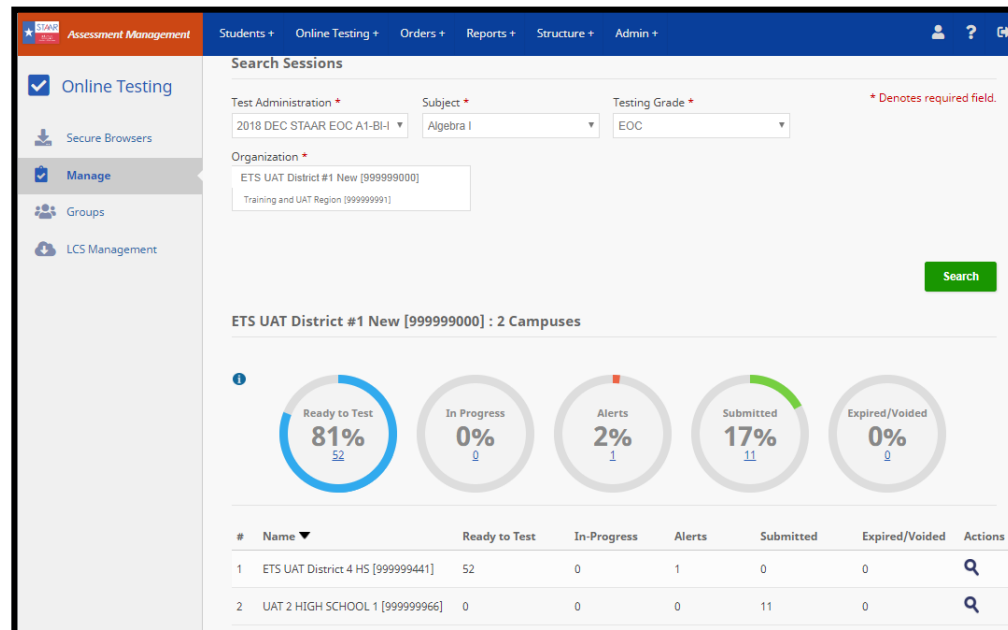
## Key Functions

- View online test sessions and testing groups.
- Download and print student test tickets.
- Monitor online test sessions.
- Set online test attributes and score codes.



# Session At A Glance – District Level

- Users can view online testing status for their district.
- Users can drill down on specific campuses to view test sessions and online testing groups.
- Online test sessions are automatically created at the campus level when one or more students are registered for an online test.
  - Sessions are created by grade and/or subject.



# Session At A Glance – Campus Level

- Users can view online testing status for their campus.
- Users can drill down on specific campuses to view test sessions and online testing groups.
- The subject and testing grade can be switched to view information from a different test session.

# Creating and Editing Groups: *Students > View & Edit*

Assessment Management

Students

View & Edit

Register

Upload

Student Directory

Resolution

Transfer

Students + Online Testing + Orders + Reports + Structure +

Tests - View and update test registrations during the registration window.

Scores - View and correct test information and score codes after the test administration, or download a student's STAAR Report Card.

Add or update student information using the fields below.

\* Indicates a required field.

Student: ALGEBRA CHROMENONE

Profile Tests Scores

Test Administration

Student Grade

Home Campus

2018 INT EOC Opportunity 1

10

ETS UAT District 4 HS [999999441]

Test Enrollments

Test Properties \*

Test Attributes

Actions

Subject

Algebra I

Version

STAAR

Mode

Online

Registration Type

Regular

Attempts

2

Grade

EOC

Testing Campus \*

Austin - ETS UAT District 4 HS[999999441]

Online Testing Group


PNP Test-English

Personal Needs and Preferences (PNP)

Content and Language Supports (RL)

Text-to-Speech (TT)

Local Use



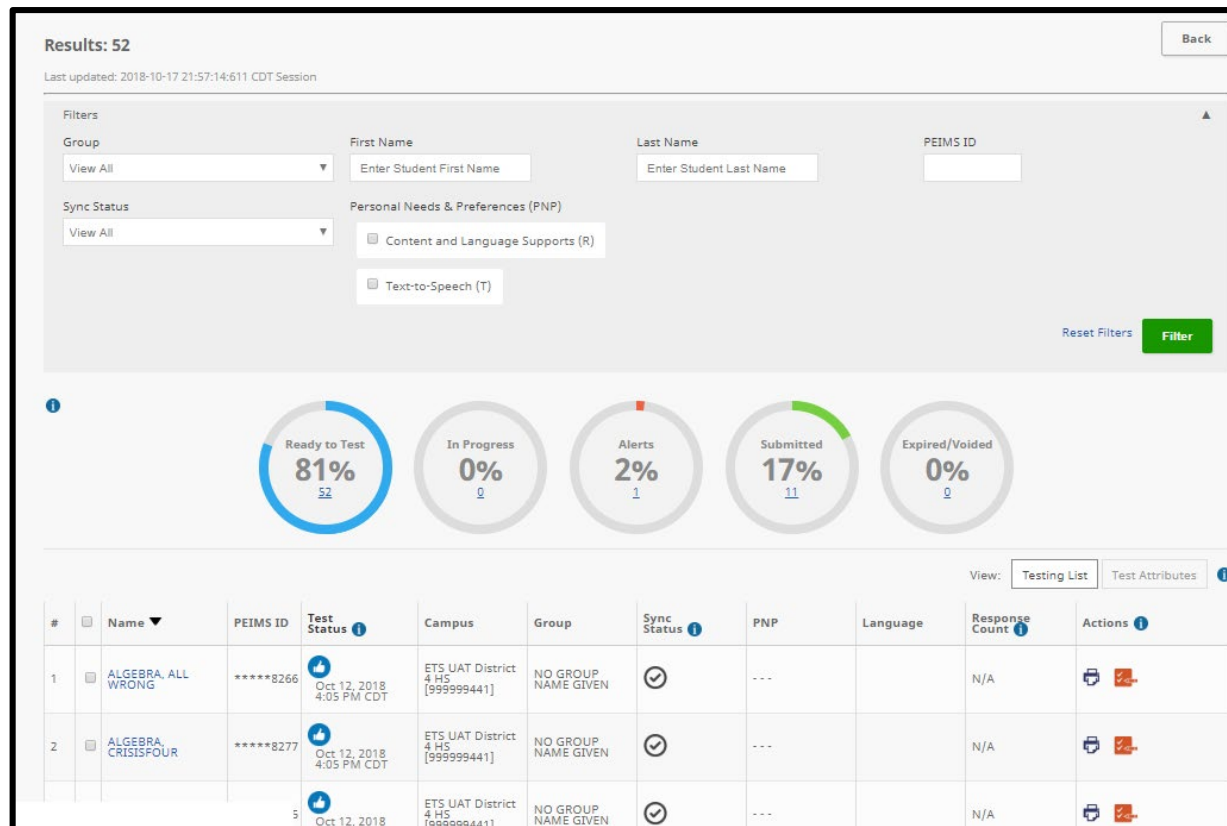
Measuring the Power of Learning.®

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# Viewing Online Testing Session Information

## Viewing Testing Groups

- View online test status – student level view.
- Change values in dropdown menus to find a subset of students or view different groups.





# Viewing Online Testing Session Information

## “Actions” Column Functions:



- Print student test tickets.



- Set test attributes.



- Do Not Report / Void

Session Info

Test Administration: 2018 DEC STAAR EOC AI-80-E1-E2-US    Subject: Biology    Testing Grade: 802

Results: 12  
Last updated: 2018-09-19 10:28:51 AM EDT Session: 000109886

Print

Group: Scoring Domain:    First Name: Enter Student First Name    Last Name: Enter Student Last Name    PIMS ID:    [Back](#)

Sync Status: View All    Personal Needs & Preferences (PNP): ☐ Content and Language Support (CL) ☐ Text-to-Speech (TT)    [Reset PNP's](#) [Save](#)

Ready to Test: 8% (1)    In Progress: 0% (0)    Alerts: 0% (0)    Submitted: 92% (12)    Expired/Voided: 0% (0)

[Print All Tickets/Results](#)    [Print Selected Tickets/Results](#)    [Import Ticket](#)

#	Name	PIMS ID	Test Status	Campus	Group	Test Status	PNP	Language	Response Count	Actions
1	BOULDER, ALI	*****1234		LAT 2 HIGH SCHOOL 1 (90000000)	Scoring Domain				10/10	

# Printing Test Tickets and Rosters



- Testing group rosters and student test tickets contain PNP information.
- Ensure that students eligible to use embedded supports have the information noted on their test tickets.

**Print All Tickets & Rosters**

**NOTE:** Test tickets are available for printing one week prior to the start of the testing window.

**STAR**  
State of Texas  
Assessments of  
Academic Readiness

**May 2016 STAAR Grades 3–8 Online Testing**  
 Testing Group Roster and Student Test Tickets  
 Archery City EL [005901000], Archer City ISD [005901001]

Science 08 Smith Grade 8 Science  
 Subject Grade Group

**Testing Group Roster**  
 The testing group rosters list the students who will be testing in a test administration, organized by group. Across the top of the testing roster is the Subject, Grade, Session ID, Testing Window, and Group. Each student listed on the testing group roster will have a student test ticket issued that indicates the test administration, the student's first name and last name, their date of birth, their unique username and password, and the Session ID.

**Student Test Tickets**  
 Student test tickets are printed one (1) student to a page.
 

1. Review the individual student test tickets and make sure you have one for every student listed on your testing group roster.
2. Distribute student test tickets to students on the day of testing. Verify that each student received his or her ticket with the correct name printed on it.
3. Ensure students enter the unique username, password, and Session ID when logging into the test. This information, when entered correctly, will allow the student to access the test.

Last Name	First Name	MI	PEIMS ID	Date of Birth	PNP
Anderson	Shannon	E	*****6779	Oct 10, 2002	---
Buchanan	Ashley	A	*****7891	Aug 12, 2002	C
Curry	Hannah	E	*****8912	Dec 17, 2002	T
Davis	Jon	C	*****9123	Oct 19, 2002	L
Smith	John	E	*****3947	Apr 1, 2002	C, T
Travis	Hannah	W	*****1234	May 1, 2001	C, L
Ulrich	Johannes	M	*****2121	Mar 5, 2001	L, T
Washington	Amanda	Z	*****4312	Sep 12, 2002	C, L, T

**STAR**  
State of Texas  
Assessments of  
Academic Readiness

**Student Test Ticket**

Test Administration: May 2016 STAAR grades 3–8  
 Group: NO GROUP NAME GIVEN  
 First Name: John  
 Last Name: Smith  
 Date of Birth: Apr 1, 2002  
 Version: STAAR  
 Subject: Science  
 Grade: 08

PNP: Content Supports (C)  
 Language and Vocabulary Supports (L)  
 Text-to-Speech (T)

Username: jsmith001  
 Password: sedan626  
 Session ID: 20010134414



#	Name	PEIMS ID	Test Status	Campus	Group	Sync Status	PNP	Language	Response Count	Actions
1	ALGEBRA, ALL WRONG	*****8266	Oct 12, 2018 4:05 PM CDT	ETS UAT District 4 HS [999999441]	NO GROUP NAME GIVEN	✓	---		N/A	
2	ALGEBRA, CRISPPOUR	*****8277	Oct 12, 2018 4:05 PM CDT	ETS UAT District 4 HS [999999441]	NO GROUP NAME GIVEN	✓	---		N/A	

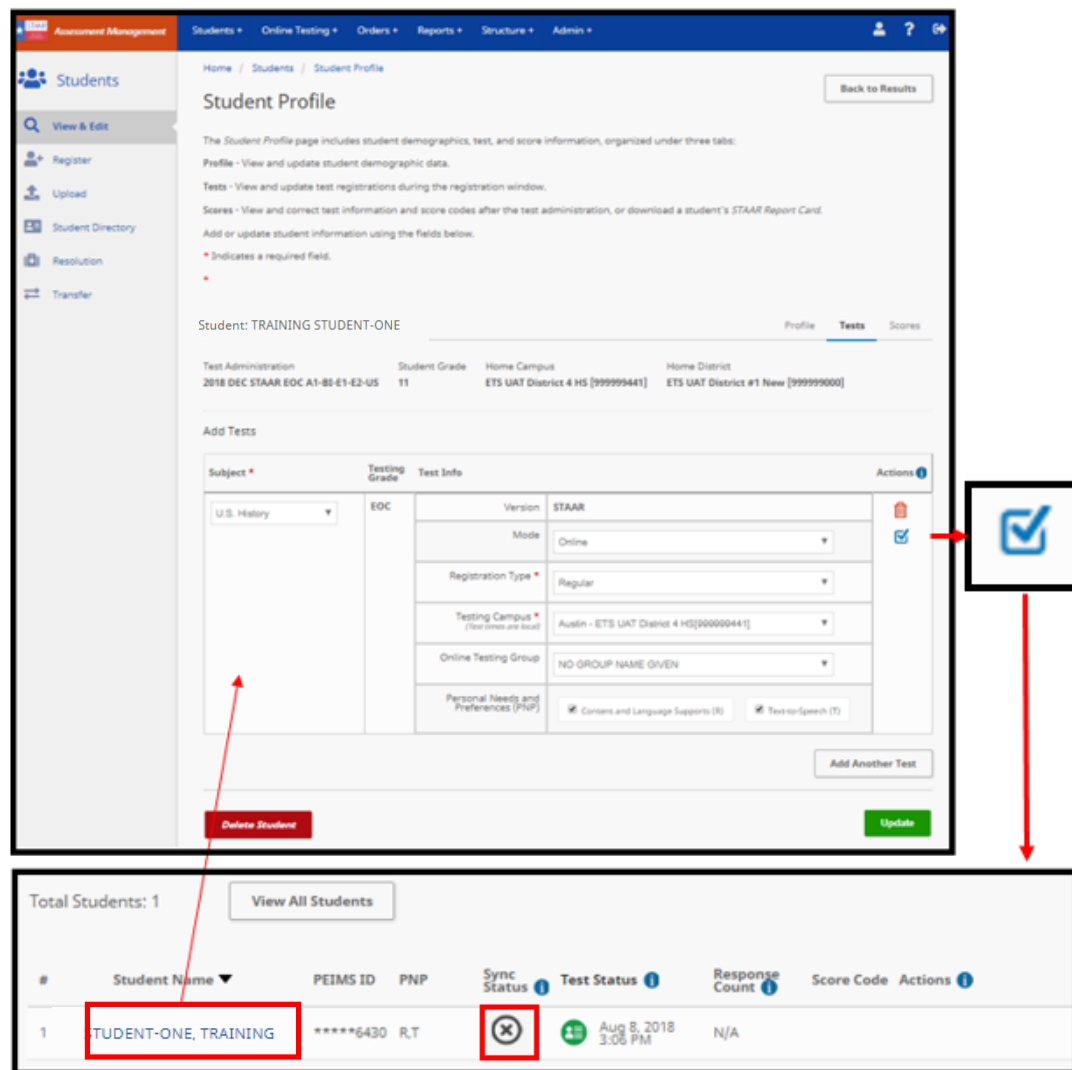
# Printing Proctor Tickets: *Reports > Online Testing*

- District-specific proctor tickets are available via *Reports > Online Testing*.
- Proctor tickets are available for test administrators who are signing test content to students in need of reading support.
- There are logins for “no supports” and “all supports” to provide the content needed for signing to any student.
- Proctor tickets are secure materials and should be treated as such.

The screenshot displays the 'Online Testing Report' interface. At the top, there is a navigation bar with links for 'Students', 'Online Testing', 'Orders', 'Reports', and 'Structure'. The 'Reports' section is active, and the 'Online Testing Reports' tab is selected. Below the navigation bar, there are two tabs: 'General' and 'Management'. The 'General' tab is active, showing three report sections: 'District Test Status Report', 'Campus Test Status (of student) Report', and 'Proctor Tickets'. The 'Proctor Tickets' section is highlighted with a red box. It includes a 'Test Administration' dropdown menu and a 'Download' button. The other two report sections also have similar dropdown menus and 'Download' buttons.

# Setting PNPs

- Changes to PNPs will be reflected on the testing group roster and the student test tickets.
- A  **Sync Error** status will be displayed on Manage Online Testing when attempting to update PNPs of an existing online test registration if test tickets are not yet available.
- The updated PNPs will switch automatically to In Sync  status when test tickets are posted one week prior to testing.
- PNP options vary by test.



The screenshot displays the ETS Assessment Management interface. The top navigation bar includes links for Students, Online Testing, Orders, Reports, Structure, and Admin. The left sidebar shows options for View & Edit, Register, Upload, Student Directory, Resolution, and Transfer.

The main content area shows the **Student Profile** for "TRAINING STUDENT-ONE". It includes tabs for Profile, Tests, and Scores. The Profile tab is active, showing student demographics and test information. The "Add Tests" section allows for selecting a subject (U.S. History), testing grade (EOC), and test info (Version, Mode, Registration Type, Testing Campus, Online Testing Group, and Personal Needs and Preferences [PNP]).

Below the form, there is a table showing the testing group roster. The table has columns for #, Student Name, PEIMS ID, PNP, Sync Status, Test Status, Response Count, Score Code, and Actions. The first row shows a student named "TUDENT-ONE, TRAINING" with a PEIMS ID of "\*\*\*\*\*6430", a PNP of "R.T", and a Sync Status of "Sync Error" (indicated by a red 'X' icon). The Test Status is "In Sync" (indicated by a green checkmark icon).

Red arrows highlight the "Sync Error" status in the roster table and the "Update" button in the "Add Tests" section, indicating the process of updating the PNP and its effect on the Sync Status.

# Updating PNPs

Steps for updating PNPs after online test has been started:

- Log out of the online test.
- Update PNP embedded supports (*Tests* tab).
- Return to online test group where the student's test ticket is located.
- Refresh browser to update the sync status. Wait until the updates are synced.
- Log in with the same test ticket.
- Updates cannot sync while online test is in progress.

# Verifying Test Attributes

## Test Attributes View

- Facilitates verification of score code and other online test attribute settings.

### One-week test administrations:











- The test attribute verification window closes at 5:00 p.m. (CT), 1 business day following the end of the testing week (includes all subjects with constructed responses).

### Two-week test administrations:

- The test attribute verification window closes on the final day of testing for administrations with two-week testing windows.

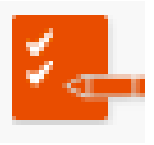
#	Name	PEIMS ID	Test Status	Score Code	DS	XD	HSEP	TMSP	Agency Use	Local Use	New To TX	TACS	TADS	TAMS	Actions
1	CHROME MON, ALG-ONE	*****0219	Oct 17, 2019 11:38 AM CDT						.....	.....					
2	CHROME R, ALG-ONE	*****0280	Oct 17, 2019 11:38 AM CDT						.....	.....					
3	CHROME RT, ALG-ONE	*****0202	Oct 17, 2019 11:38 AM CDT						.....	.....					
4	CHROME L, ALG-ONE	*****0282	Oct 17, 2019 11:38 AM CDT						.....	.....					
5	IPAD RT, USH	*****0009	Oct 17, 2019 11:38 AM CDT						.....	.....					
6	IPAD T, USH	*****0210	Oct 17, 2019 11:38 AM CDT						.....	.....					
7	MACASL-R, USH	*****0011	Oct 17, 2019 11:38 AM CDT						.....	.....					




# Monitoring Test Status

Test Status Indicator	Description
	<b>Registered</b> indicates that the student is registered for a test, but the online test is not yet available.
	<b>Enrollment Hold</b> indicates that the student's enrollment is not yet processed. Please contact the Texas Assessment Support Center. Refer to <a href="#">Section 1.2 Support</a> for contact information.
	<b>Enrolled</b> indicates that the student is enrolled in the online test, but the student cannot log in. This icon should only display briefly. If it persists, please contact the Texas Assessment Support Center. Refer to <a href="#">Section 1.2 Support</a> for contact information.
	<b>Ready to Test</b> appears before the initial login to an available test or after a submitted test has been reopened. The student can log in using the information on the student test ticket.
	<b>In Progress</b> indicates that the student is logged in and actively testing or has paused the test.
	<b>Inactive</b> indicates that the student has logged out of the test or has been logged out due to inactivity. The student can log back in to the test using the information on the student test ticket.
	<b>Expired</b> indicates that the student did not log in to a test and the online testing window has closed.
	<b>Submitted</b> indicates that the student has submitted the test. The student will no longer be able to log in to the test.
	<b>Processing</b> indicates that a request to reopen a submitted test is in process.
	<b>Voided</b> indicates that the district user has selected Do Not Report (DNR).

\* Includes a checkbox next to student name that may be checked to print student ticket.

# Score Code Default Rules for Online Testers



- **Ready to test status**  - tests that were never logged in to and will expire and be voided automatically at the close of the testing window unless otherwise specified in the test attributes
- **Inactive tests**  - tests that have been started and not submitted and will automatically default to “Scored” at the close of testing window unless a different score code is specified in the test attributes
- **Submitted tests**  - tests that will automatically default to “Scored” at the close of the testing window unless otherwise specified in the test attributes



# When and How to Void Online Tests

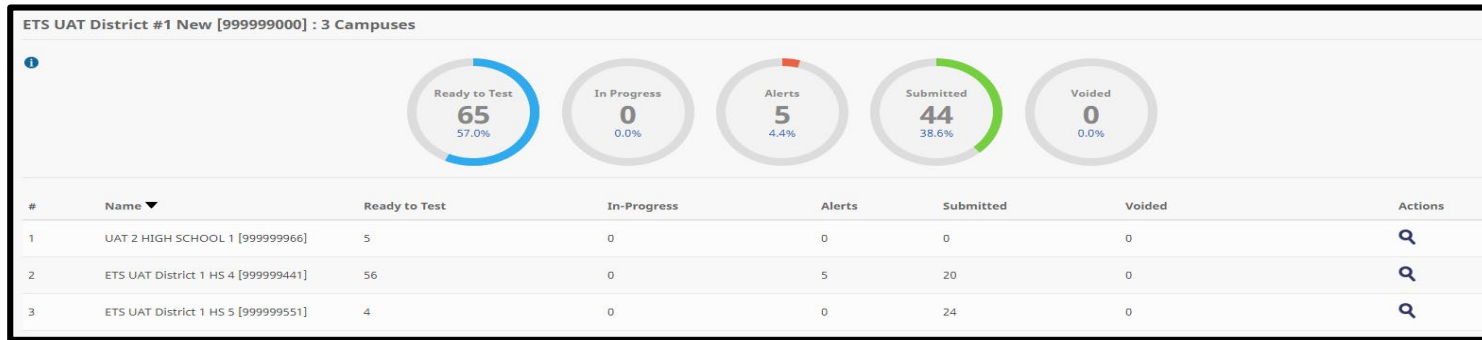
## Do Not Report (DNR)



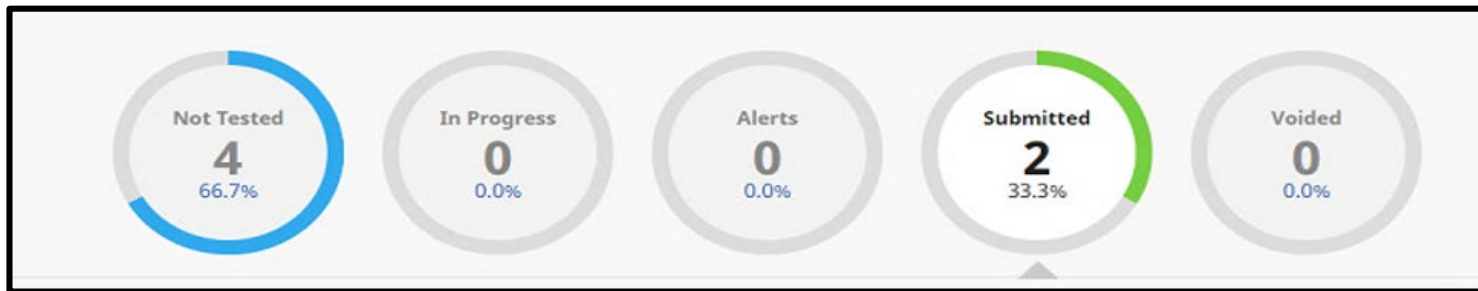
- Online tests should **NOT** be marked for DNR prior to testing. If a student will not be taking an online test, the test registration may be set to paper or allowed to expire.
- During the testing window, click the *DNR* icon to indicate a test should not be reported (voided).

# Manage Online Testing – Status Circles

## During Testing



## After Testing:



# Online Test Registration and Groups

# Registering Students for Online Testing

## Retesters vs. First-time Testers

- Retesters are automatically registered with same test mode, home CDC, student demographics, enrolled grade level, and PNPs from prior administration.
  - All EOC administrations
  - May grades 5 and 8 math and reading retest
  - June grades 5 and 8 math and reading retest
  - Verify retester demographics and test registration settings and update accordingly.
- First-time testers (in a specific subject) must be registered if testing online.

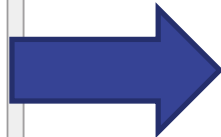
# Adding and Editing Student Test Registrations via Upload

## 2019–2020 Data File Format for Student Registration (STAAR Summative)

Texas Student Assessment Program

2019–2020

### Data File Format for Student Registration



TEST ADMINISTRATION INFORMATION		
Group Name	20	E
Local Use	4	AB–AE
End-of-Course Code	2	AI
Test Format - EOC	1	AO
Action-Indicator	1	AS
Test Version Code - EOC	6	AW
Test Assessment Type	1	BA
TX-Unique-Staff-ID - EOC	10	CB

The Test Version Code - EOC will be used to indicate the following for STAAR EOC:

PNP accommodation codes for testing online:

- B = Refreshable Braille Device and Screen Reader (delivered online for English I, English II, and U.S. History only)
- E = Spelling Assistance (delivered for English I, English II, and English III only)
- R = Content and Language Supports (not available for Algebra II or English III)
- T = Text-to-Speech (includes click word)
- V = ASL Signed Videos (not available for Algebra II or English III)

Designated Supports and Accommodations:

- D = Designated Supports for a student testing online
- X = Large Print accommodation for a student testing on paper.
- Y = Oral Admin accommodation for a student testing on paper.

A	B	C	D	E	F	G	H	I	J	K	AI	AO	AW
GRADE-LEVEL	CAMPUS-ID	DISTRICT-NAME	CAMPUS-NAME	GROUP NAME	LAST-NAME	FIRST-NAME	MIDDLE-INITIAL	PEIMS-ID	SEX-CODE	DATE-OF-BIRTH	END-OF-COURSE CODE	TEST FORMAT - EOC	TEST VERSION CODE - EOC
11	2.27E+08	z	z		alpha	carl	S	123456	M	111604	US	O	
14	2.27E+08	z	z		bravo	carl	S	123457	M	111604	US	O	
9	20907001	z	z		charlie	carl	S	12358	M	111604	US	O	

# Students: Upload

## Upload page - Overview

**Download Spreadsheet Template** – blank CSV file that can be used to enter student records for upload

**Filename** – click on file name to download/retrieve file that was uploaded

### Status:



All records successfully uploaded



Some but not all records successfully uploaded



No records successfully uploaded

**Uploads** – indicates the fraction of records that successfully uploaded

#	Date	Filename	Status	Test Administration	User ID	Uploads	Errors	Conflicts	Actions
1	08/13/2018	Tx_Student_Upload_2018_Interim_Tem...	✖	2018 INT 3-8 Opportunity 1	TUser121	0/	1	0	Download, Delete
2	08/10/2018	StudentSearch2330432.csv	✔	2018 INT 3-8 Opportunity 1	RGross003	1/2	1	0	Download, Delete
3	08/10/2018	StudentSearch2330432.csv	✔	2018 INT 3-8 Opportunity 1	RGross003	0/2	2	0	Download, Delete
4	08/09/2018	regfile.test.offgrade.csv	✔	2018 INT 3-8 Opportunity 1	TUser121	2/2	0	0	Delete
5	08/08/2018	Interim_2018_opp_1_3-8_New_Registr...	✔	2018 INT 3-8 Opportunity 1	MTaylor005	108/108	0	0	Delete

# Adding a New Registration (UI)

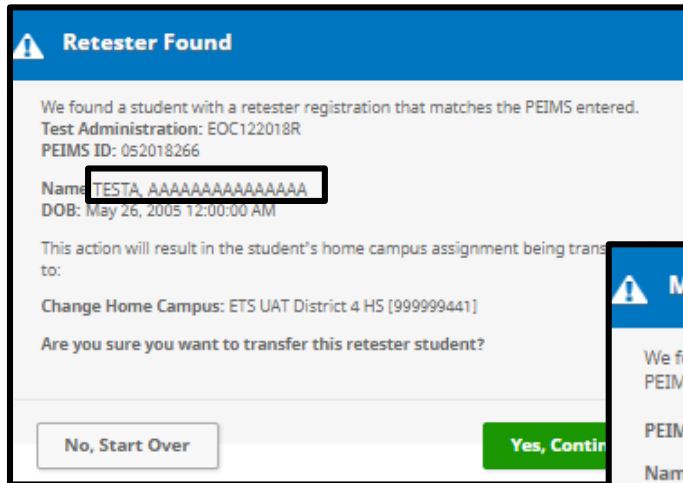
## Two Step Process:

- Step 1 – Enter PEIMS ID

The screenshot shows the STAAR Assessment Management interface. The top navigation bar includes links for Students, Online Testing, Orders, Reports, Structure, and Admin. The left sidebar lists various functions: Students, View & Edit, Register, Upload, Student Directory, Reporting Rosters, Resolution, and Transfer. The main content area is titled 'Register A Student' and indicates 'Step 1: Enter PEIMS and Student Information'. A red warning message states: 'Paper-based testing registrations added during the precode window generate precoded answer document orders. These registrations cannot be deleted after the precode window. Changes made after the precode window do not change existing precode orders, though changes are reflected in materials orders in future administrations. Void all unused precoded answer documents.' The form fields are: Test Administration \* (2019 DEC STAAR EOC), District \* (Webinar Training ISD [999000000]), and PEIMS ID\* (000000019). A green 'Add Student' button is located at the bottom right.

# Adding a New Registration (UI)

## Pop-up Messaging:



**Retester Found**

We found a student with a retester registration that matches the PEIMS entered.

Test Administration: EOC122018R  
PEIMS ID: 052018266

Name: TESTA, AAAAAAAAAAAAAA  
DOB: May 26, 2005 12:00:00 AM

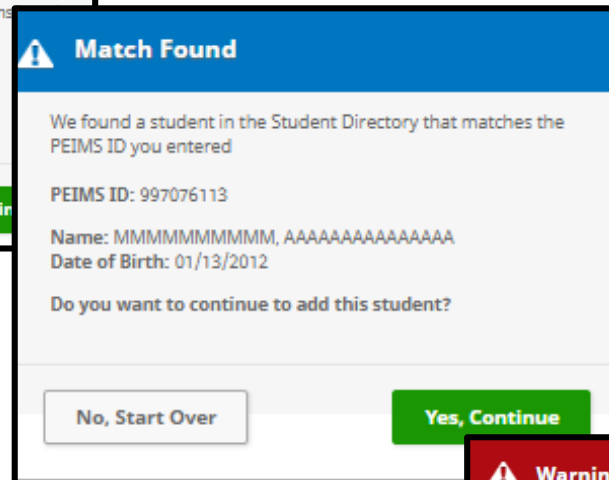
This action will result in the student's home campus assignment being transferred to:

Change Home Campus: ETS UAT District 4 HS [999999441]

Are you sure you want to transfer this retester student?

No, Start Over Yes, Continue

- Student (retester) registration already exists.



**Match Found**

We found a student in the Student Directory that matches the PEIMS ID you entered

PEIMS ID: 997076113

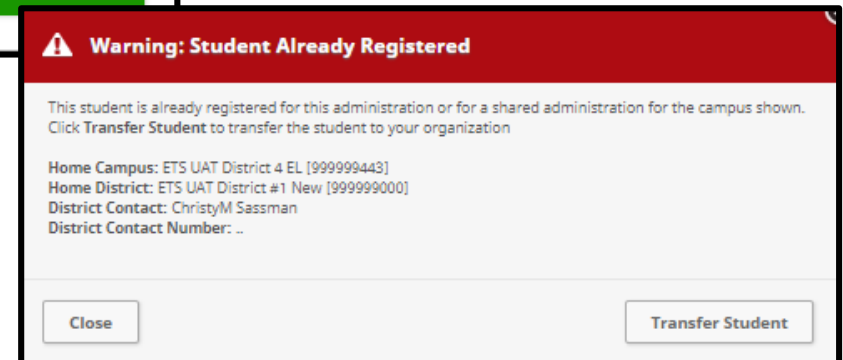
Name: MMMMMMMMMM, AAAAAAAAAAAAAA  
Date of Birth: 01/13/2012

Do you want to continue to add this student?

No, Start Over Yes, Continue

- Student exists in directory but is not currently registered to test.

- Student registration (non-retester) already exists.



**Warning: Student Already Registered**

This student is already registered for this administration or for a shared administration for the campus shown. Click **Transfer Student** to transfer the student to your organization

Home Campus: ETS UAT District 4 EL [999999443]  
Home District: ETS UAT District #1 New [999999000]  
District Contact: ChristyM Sassman  
District Contact Number: ..

Close Transfer Student



# Adding a New Registration (UI)

## Step 1 (cont.) – Enter Demographic Information

The screenshot displays the 'Register A Student' interface within the 'Assessment Management' system. The left sidebar contains navigation options: 'Students', 'View & Edit', 'Register' (highlighted), 'Upload', 'Resolution', and 'Transfer'. The main content area is titled 'Register A Student' and indicates 'Step: 1' of a two-step process. Instructions state: 'In Step 1: Create Profile, enter the student's personal, campus, demographics, and ethnicity information, then click the Continue button.' A note specifies: 'NOTE: Registration information is NOT saved until both steps are completed and submitted.'

The form is divided into three main sections:

- Student Information:** Includes fields for PEIMS ID (with a masked value '\*\*\*\*\*0000'), TSDS Student UID, First Name, Middle Initial, Last Name, Local Student ID, Date of Birth, and Sex. A 'Grade' dropdown menu is set to 'Select Grade --'.
- Campus Information:** Includes a 'Home Campus' dropdown (set to 'Select') and 'Home District' (set to 'Training ISD [999996000]').
- Demographics:** Includes a checkbox for 'New To Texas'. Below it are several dropdown menus: 'Title I, Part A' (set to 'Select Option --'), 'Bilingual Program' (set to 'Select Option --'), 'LEP Indicator' (set to 'Select Option --'), 'ESL Program' (set to 'Select Option --'), 'Special Ed' (set to 'Select Option --'), 'Gifted' (set to 'Select Option --'), 'At Risk' (set to 'Select Option --'), 'Career & Tech Ed' (set to 'Select Option --'), 'Economic Disadvantage' (set to 'Select Option --'), and 'Migrant Indicator' (set to 'Select Option --').

# Adding a New Registration (UI)

## Step 2 – Create Test Registration(s)

Assessment Management

Students

View & Edit

Register

Upload

Resolution

Transfer

Students + Online Testing + Orders + Reports + Structure +

Home / Students / Register A Student

Register A Student

Step: 1 2

In Step 2: Add Tests, select tests, complete the test information for each test, then click the **Submit** button to complete the registration.

NOTES:

- It is possible to select incompatible combinations of online test type, PNP, Language, and Accommodations. If this occurs, select a different combination or choose paper testing to complete the registration.
- No registration information is saved until the **Submit** button is clicked.

Step 2: Add Test(s)

Test Administration  
2018 DEC STAAR EOC A1-B1-E1-E2-US

Student Grade  
11

Home Campus  
Training H 5 [999996009]

Home District  
Training ISD [999996000]

Subject +	Testing Grade	Test Info	Actions
Algebra I	EOC	<div>VersionSTAAR</div> <div>ModeOnline</div> <div>Registration Type *Regular</div> <div>Testing Campus * <small>(Test locations are local)</small>Lawrence - Training H 5[999996009]</div> <div>Online Testing GroupNO GROUP NAME GIVEN</div> <div>Personal Needs and Preferences (PNP)<input checked="" type="checkbox"/> Content and Language Supports (CLS) <input checked="" type="checkbox"/> Text-to-Speech (TTS)</div>	

Cancel

Add Another Test

Back Submit

# Importing Test Tickets

- PEIMS+2 required
- Students must be registered for an online test in the same subject/grade level of test session.
- Ticket is placed in testing campus's test session.
- **NOTE:** Student's testing campus is changed but home CDC remains intact - scores are reported back to the home CDC.

The screenshot shows the 'Session Info' form with the following details:

- Session Info:**
  - Test Administration: 2018 INT EOC Opportunity 1
  - Campus: ETS UAT District 5 HS [999999551]
  - District: ETS UAT District #1 New [999999000]
  - Session ID: 20011091471
- Update Results:**
  - Subject: Algebra I
  - Testing Grade: EOC
  - Group: Extra Scoring
  - First Name: Enter First Name
  - Last Name: Enter Last Name
  - PEIMS ID: [Empty field]
  - Personal Needs & Preferences (PNP):
    - ☐ Content and Language Supports (R)
    - ☐ Text-to-Speech (T)
  - Attempts: All Attempts

The 'Import Ticket' button is highlighted with a red box.


The screenshot shows the 'Search For Student' form with the following details:

- Search For Student:**
  - Instructions: To add a student from another campus to your online testing roster, correctly match PEIMS ID or TSDS UID and at least two of the three other student identifiers (First Name, Last Name, Date of Birth) from the registration.
  - NOTE: Importing the ticket only updates the student's testing campus, session, and group for the test administration selected. The student's home campus stays the same. No transfer occurs.
- Search Fields:**
  - Subject: A1
  - Testing Grade: EOC
  - Group: Extra Scoring
  - PEIMS #: 180800350
  - First Name: Algebra
  - Last Name: Chromenone
  - Date of Birth: mm/dd/yyyy
- Search Results Table:**

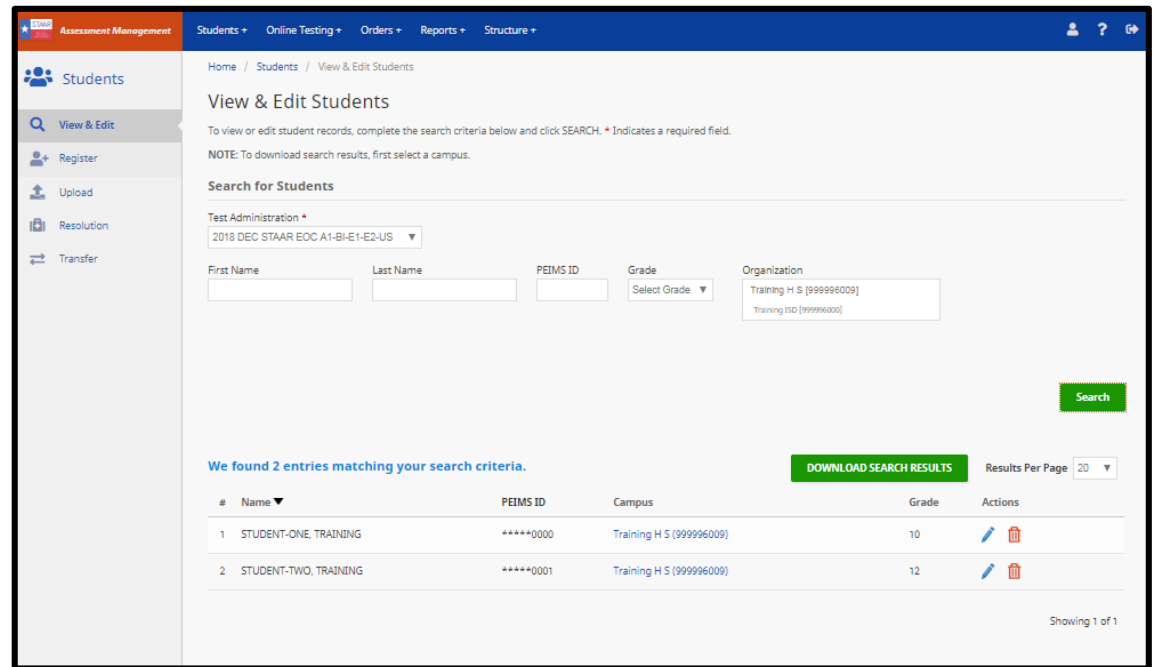
#	Name	PEIMS ID	Grade	Date of Birth	Actions
1	ALGEBRA,CHROMENONE	*****0350	EOC	Jul 19, 2004 12:00:00 AM	<b>IMPORT TICKET</b>

The 'Search' button and the 'IMPORT TICKET' button in the results table are highlighted with red boxes.





# Students: View & Edit

- Set search parameters to filter results down to individual student level.
- Click *View & Edit*  icon to open an individual student profile.

**NOTE:** Downloaded search results only available when campus level organization entered into *Organization* field



The screenshot shows the 'View & Edit Students' page in the Assessment Management system. The left sidebar contains navigation links: Students, View & Edit, Register, Upload, Resolution, and Transfer. The main content area has a breadcrumb trail: Home / Students / View & Edit Students. Below this is the 'View & Edit Students' title and a note: 'To view or edit student records, complete the search criteria below and click SEARCH. \* Indicates a required field. NOTE: To download search results, first select a campus.' The 'Search for Students' section includes a 'Test Administration' dropdown menu set to '2018 DEC STAAR EOC A1-BI-E1-E2-US'. Below this are input fields for 'First Name', 'Last Name', 'PEIMS ID', 'Grade' (with a 'Select Grade' dropdown), and 'Organization' (with a dropdown showing 'Training H S [999996009]' and 'Training ISD [999996000]'). A green 'Search' button is on the right. Below the search fields, a message states 'We found 2 entries matching your search criteria.' To the right of this message is a green 'DOWNLOAD SEARCH RESULTS' button and a 'Results Per Page' dropdown set to '20'. A table displays the search results with columns: #, Name, PEIMS ID, Campus, Grade, and Actions. The table contains two rows of student data. The first row shows 'STUDENT-ONE, TRAINING' with PEIMS ID '\*\*\*\*\*0000', Campus 'Training H S (999996009)', Grade '10', and Actions (edit and delete icons). The second row shows 'STUDENT-TWO, TRAINING' with PEIMS ID '\*\*\*\*\*0001', Campus 'Training H S (999996009)', Grade '12', and Actions (edit and delete icons). At the bottom right, it says 'Showing 1 of 1'.

#	Name	PEIMS ID	Campus	Grade	Actions
1	STUDENT-ONE, TRAINING	*****0000	Training H S (999996009)	10	 
2	STUDENT-TWO, TRAINING	*****0001	Training H S (999996009)	12	 

# View & Edit Student Demographics – Student Profile

## Profile Tab

- Demographic settings must be updated or corrected prior to the close of the testing window.
- Enrolled grade level may not be changed once a student has started to test.

The screenshot displays the 'Assessment Management' interface. The top navigation bar includes 'Students', 'Online Testing', 'Orders', 'Reports', and 'Structure'. The left sidebar shows 'Students' with a 'View & Edit' option. The main content area is titled 'Student: TRAINING STUDENT-ONE' and has tabs for 'Profile', 'Tests', and 'Scores'. The 'Profile' tab is active, showing the following sections:

- Test Administration:** 2018 DEC STAAR EOC A1-B1-E1-E2-US
- Student Information:**
  - PEIMS ID: \*\*\*\*\*0000
  - TSDS Student UID: 1000000000
  - First Name: TRAINING
  - Middle Initial:
  - Last Name: STUDENT-ONE
  - Local Student ID:
  - Date of Birth: Jan 1, 2000
  - Sex: M
  - Grade: 10
- Campus Information:**
  - Home Campus: Training HS (999996009)
  - Home District: Training ISD (999996000)
- Demographics:**
  - ☒ New To Texas
  - Title I, Part A:
  - Bilingual Program:
  - LEP Indicator:
  - ESL Program:
  - Special Ed:
  - Gifted:
  - At Risk:
  - Career & Tech Ed:
  - Economic Disadvantage:
  - Migrant Indicator:
- Ethnicity:**
  - ☒ Hispanic or Latino American
  - ☐ Black or African American

# View & Edit Test Registrations – Student Profile

## Tests Tab

- View, edit, add, and delete test registrations.
- Online test registrations may be added anytime prior to the close of the testing window.
- PNPs may be changed anytime prior to test submission.
- Test attributes (except score codes) display once test tickets are available.

Student: TRAINING STUDENT-ONE

Test Administration: 2018 DEC STAAR EOC A1-B1-E1-E2-US | Student Grade: 11 | Home Campus: ETS UAT District 4 HS [999999441] | Home District: ETS UAT District #1 New [999999000]

Add Tests

Subject *	Testing Grade	Test Info	Actions												
U.S. History	EOC	<table><tr><td>Version</td><td>STAAR</td></tr><tr><td>Mode</td><td>Online</td></tr><tr><td>Registration Type *</td><td>Regular</td></tr><tr><td>Testing Campus *</td><td>Austin - ETS UAT District 4 HS[999999441]</td></tr><tr><td>Online Testing Group</td><td>NO GROUP NAME GIVEN</td></tr><tr><td>Personal Needs and Preferences (PNP)</td><td><input checked="" type="checkbox"/> Content and Language Supports (CLS) <input checked="" type="checkbox"/> Text-to-Speech (TTS)</td></tr></table>	Version	STAAR	Mode	Online	Registration Type *	Regular	Testing Campus *	Austin - ETS UAT District 4 HS[999999441]	Online Testing Group	NO GROUP NAME GIVEN	Personal Needs and Preferences (PNP)	<input checked="" type="checkbox"/> Content and Language Supports (CLS) <input checked="" type="checkbox"/> Text-to-Speech (TTS)	<input checked="" type="checkbox"/>
Version	STAAR														
Mode	Online														
Registration Type *	Regular														
Testing Campus *	Austin - ETS UAT District 4 HS[999999441]														
Online Testing Group	NO GROUP NAME GIVEN														
Personal Needs and Preferences (PNP)	<input checked="" type="checkbox"/> Content and Language Supports (CLS) <input checked="" type="checkbox"/> Text-to-Speech (TTS)														

Update

Total Students: 1 | View All Students

#	Student Name	PEIMS ID	PNP	Sync Status	Test Status	Response Count	Score Code	Actions
1	STUDENT-ONE, TRAINING	*****6430	R,T	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Aug 8, 2018 3:08 PM	N/A	

# Designated Supports

- For more information about accessibility features and designated supports, refer to the [\*Educator Guide to Accessibility within the STAAR Program\*](#).
- Summative PNPs – for December 2019 EOC
  - E – spelling assistance
  - R – content and language supports
  - T – text-to-speech
  - V – ASL Signed Videos\*
  - B – Refreshable Braille\*

**NOTE:** \* Not available in Spanish

# Test Attributes

The table below lists the test attributes available in the Assessment Management System.

Test Attribute	Variables	Description
Score Code	A, S, O, P, W, *	<b>A</b> – Absent   <b>S</b> – Score   <b>O</b> – Other   <b>*</b> (No information available)   <b>W</b> – Parental Waiver   <b>P</b> – Previously Met.
Accommodations	Designated Supports, Extra Day	
Designated Supports	Extra Day, Designated Supports, Braille	
Test Indicators	EOC/Above Grade, HSEP Indicator, TMIP Indicator, TAKS, TAAS, TEAMS	HSEP = High School Equivalency Program TMIP = Texas Migrant Immigrant Program. TAKS, TAAS, TEAMS = Previous Texas assessment programs
Agency Use	A, B, C, D, E	TEA use only. A whole number is entered to indicate something about the test (e.g. non-standard admin).
Local Use		Four blank cells for any local campus use.
Student Indicators	New to Texas	<b>NOTE:</b> Beginning Fall, 2018, the <i>New to Texas</i> checkbox appears only on the <i>Student Profile</i> page and the <i>Manage Online Testing</i> page (via the <i>Test Attributes</i> icon), not on student test registrations.



# TAKS, TAAS, TEAMS Testers

- Special coding for former TAKS, TAAS, or TEAMS testers
  - **T** – Examinee taking STAAR as an alternate assessment for
    - TAKS English Language Arts (ELA) [STAAR English II Only], mathematics, science, or social studies
    - TAAS mathematics
    - TEAMS mathematics
  - **R** – TAAS/TEAMS eligible examinee taking only the reading section of STAAR English II as an alternate assessment for TAAS or TEAMS reading
  - **W** – TAAS eligible examinee taking only the writing section of STAAR English II as an alternate assessment for TAAS writing
  - **RW** – TAAS eligible examinee taking both reading and writing sections of STAAR English II as an alternate assessment for TAAS reading and writing

# View and Verify Online Test Registrations (Student Profile)

The screenshot illustrates the workflow for viewing and verifying online test registrations in the Assessment Management system. The process begins with a list of students, where 'STUDENT EIGHT, TRAINING' is selected. This leads to the student's profile page, which contains tabs for Profile, Tests, and Scores. The 'Tests' tab is active, showing a table of test registrations. A red arrow points from the 'View Test Session' button (a blue checkmark icon) to the right, where the text 'View Test Session' is displayed. Another red arrow points from the 'View Test Session' button to the 'Session Info' page, which provides detailed information about the test session, including the test administration, session ID, and update results. The 'Session Info' page also includes a table of students and a list of actions.

**Assessment Management** Students + Online Testing + Orders + Reports + Structure +

Student: TRAINING STUDENT EIGHT

Test Administration: 2018 DEC STAAR EOC A1-B1-E1-E2-US Student Grade: 11 Home Campus: Training H S [999996009] Home District: Training ISD [999996000]

**Add Tests**

Subject *	Testing Grade	Test Info	Actions
English I	EOC	Version: STAAR Mode: Online Registration Type: Regular Testing Campus: Anytown - Training J H [999996004] Online Testing Group: Grade 11 Personal Needs and Preferences (PNP): Content and Language Supports (R) Test Attributes: Accommodations: Designated Supports, Extra Test Indicators: HSEP Indicator, Substitute Agency Use: A B C D E Local Use: A B C D E New To Texas	

**View Test Session**

**Session Info**

Test Administration: 2018 DEC STAAR EOC A1-B1-E1-E2-US Campus: Training J H [999996004] District: Training ISD [999996000] Session ID: 20041091768

**Update Results**

Subject: English I Testing Grade: EOC Group: Grade 11 First Name: TRAINING Last Name: STUDENT EIGHT PEIMS ID: \*\*\*\*\*0008

Personal Needs and Preferences (PNP): Content and Language Supports (R) Text-to-Speech (T) Spelling Assistance (E)

Total Students: 1 View All Students

#	Student Name	PEIMS ID	PNP	Sync Status	Test Status	Response Count	Score Code	Actions
1	STUDENT EIGHT, TRAINING	*****0008	E,R,T	✓	Oct 12, 2018 4:05 PM	N/A		

Print All Tickets & Rosters Print Selected Tickets & Rosters

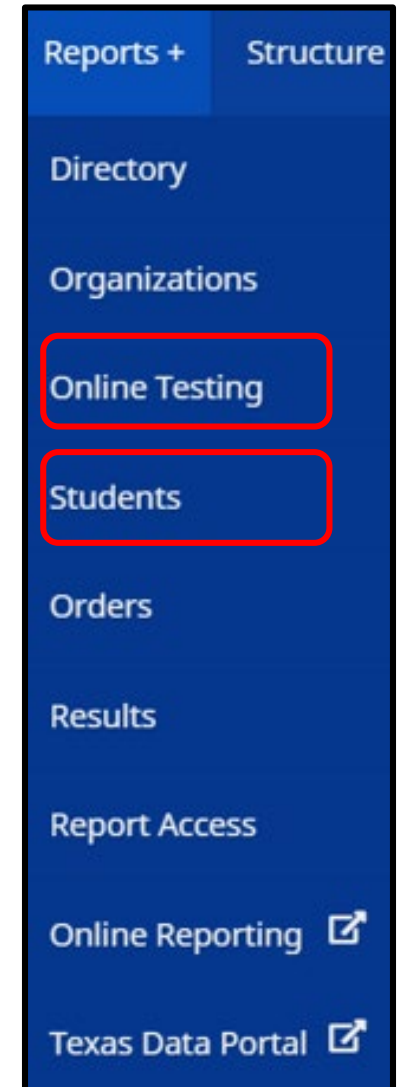
# View and Verify Online Test Registrations (Reports)

## Download Online Test Status Report:

- Available at the campus and district level
- Updated 5 times throughout day
- Useful for verifying score code settings, PNPs, and test status

## Download registration file:

- Students Home Campus Report (updated nightly)
- District Students Home Campus Report (updated nightly)
- District Students Test Campus Report



# Out-of-School (OOS) Examinee Day-of-Testing Registration (Walk-In)

- All OOS examinees showing up at a test site on the day of testing (“walk-ins”) must be registered in the Assessment Management System whether testing online or on paper.
- Student address and contact information are required to ensure results are returned to the student.
- CTC role can register OOS students.

The screenshot shows the 'Register A Student' form in the Assessment Management System, specifically Step 1: Profile. The form is titled 'Register A Student' and includes instructions: 'In Step 1: Create Profile, enter the student's personal, campus, demographics, and ethnicity information, then click the Continue button. NOTE: Registration information is NOT saved until both steps are completed and submitted.' The form is divided into sections: 'Student Information' and 'Campus Information'. In the 'Student Information' section, the 'Grade' dropdown menu is highlighted with a red box and set to 'OOS'. In the 'Campus Information' section, the 'Street Address', 'City', 'State', 'Postal Code', and 'Email' fields are grouped together and highlighted with a red box. The 'Home Campus' dropdown is set to 'Select' and the 'Home District' is set to 'Training ISD (999996000)'.

The screenshot shows the 'Register A Student' form in the Assessment Management System, specifically Step 2: Add Test(s). The form is titled 'Register A Student' and includes instructions: 'In Step 2: Add Test(s), select tests, complete the test information for each test, then click the Submit button to complete the registration. NOTES: • It is possible to select incompatible combinations of online test type, PNP, Language, and Accommodations. If this occurs, select a different combination or choose paper testing to complete the registration. • No registration information is saved until the Submit button is clicked.' The form is divided into sections: 'Test Administration' and 'Test Info'. In the 'Test Administration' section, the 'Student Grade' is set to '14', the 'Home Campus' is set to 'Training H 5 (999996000)', and the 'Home District' is set to 'Training ISD (999996000)'. In the 'Test Info' section, the 'Registration Type' dropdown menu is highlighted with a red box and set to 'Out of School'. The 'Testing Campus' dropdown menu is also highlighted with a red box and set to 'Select'. The 'Paper/Online' dropdown menu is set to 'OOS-OOS' and the 'Braille Indicator' dropdown menu is set to 'No Braille'. The 'Add Another Test' button is visible at the bottom right of the form.

# Online Testing Groups

- It may be useful to break students into multiple groups in a session.
- Groups are for printing of online test tickets and test session monitoring.
- Online testing groups may be created and edited via the three methods below.
  - *Students > Upload*
  - *Online Testing > Groups*
  - *Students > View & Edit*

# Creating and Editing Groups: *Students > Upload*

- Leaving the Group Name field blank will place the student's registration in the NO GROUP NAME GIVEN group.
- Leaving the Group Name field blank for an existing online registration will not override the existing group.

	A	B	C	D	E	F	G
1	GRADE-LEVEL-CODE	CAMPUS-ID-OF-ENROLLMENT	DISTRICT-NAME	CAMPUS-NAME	GROUP NAME	LAST-NAME	FIRST-NAME
2	9	1E+09	Training IS	TRAINING	Work1 BIO	Work One	Stdnt One
3	10	1E+09	Training IS	TRAINING	Work1 USH	Work One	Stdnt Two
4	11	1E+09	Training IS	TRAINING	Work1 BIO	Work One	Stdnt Thre
5	12	1E+09	Training IS	TRAINING	Work 1 BIO	Work One	Stdnt Four
6	10	1E+09	Training IS	TRAINING	Work1 A1	Work One	Stdnt Five
7	9	1E+09	Training IS	TRAINING	Work1 A1	Work One	Stdnt Six

# Setting Test Attributes

- Test Attributes appear once test tickets are available one week prior to testing.
- May be set in two places:
  - Student Profile – *Tests* tab (does not include score code setting)
  - Manage Online Test Session – group level view (includes score code setting)

The screenshot shows the 'Add Tests' form in the Assessment Management system. The form is divided into several sections: 'Subject' (English I), 'Testing Grade' (EOC), 'Test Info' (Version: STAAR, Mode: Online, Registration Type: Regular, Testing Campus: Lawrence - Training H, Online-Testing Group: NO GROUP NAME GIVEN), 'Personal Needs and Preferences (PNP)' (Spelling Assistance, Content and Language Supports, Text-to-Speech), and 'Test Attributes' (Accommodations: Designated Supports, Extra Day; Test Indicators: HSEP Indicator, Substitute Assessment, TMP Indicator; Agency Use: A, B, C, D, E; Local Use: ; Student Indicators: New To Tests). A 'Delete Student' button is visible at the bottom left.

The screenshot shows the 'Test Attributes' modal window. It contains the following sections: 'Score Code' (Select a score code), 'Accommodations' (Designated Supports, Extra Day), 'Test Indicators' (HSEP Indicator, Substitute Assessment, TMP Indicator), 'Agency Use' (A, B, C, D, E), 'Local Use' ( ), 'Student Indicators' (New To Tests), and 'Cancel' and 'Submit' buttons.

# Creating and Editing Groups: *Online Testing* > *Groups*

- In the navigation menu bar, select *Online Testing*, then click *Groups*.
- On the *Groups* page, under "Online Testing Groups," click the *Create Group* tab.
- Select an **ADMINISTRATION AND CAMPUS** from the dropdown lists.
- Enter Group Name.
- Click **CONTINUE** to create new group and add students.
- Select students.
- Select **ADD TO** in order to move students to the new group.
- Click **SAVE GROUP**.

The screenshot shows the 'Create Group' page in the STAAR Assessment Management System. The left sidebar contains navigation links: 'Online Testing' (checked), 'Secure Browsers', 'Manage', 'Groups', and 'LCS Management'. The main content area has a top navigation bar with 'Students +', 'Online Testing +', 'Orders +', 'Reports +', and 'Structure +'. Below this, there's a 'file via Students > Upload.' link. A 'NOTES' section provides instructions on saving changes and refers to Section 7.4 of the STAAR Assessment Management System User's Guide. The 'Online Testing Groups' section includes a 'View & Edit Groups' link and a red-bordered 'Create Group' button. Below this, a message states: 'Add or remove students to or from online testing groups. Students removed from other groups are automatically added to the NO GROUP NAME GIVEN group.' The 'Enter New Group Properties' section contains three fields: 'Test Administration' (a dropdown menu with '--Select a Test Administration--'), 'Group Campus' (a text box containing '21ST CENTURY EARLY LEARNING FOUND' and 'WESLACO ISD [108913000]'), and 'Group Name' (a text box with the placeholder 'Enter group name'). A green 'Continue' button is located at the bottom right of the form.



# Creating and Editing Groups: *Online Testing* > *Groups*

- Click the *Edit* icon for the group requiring changes.
- Select students.
- Select **ADD TO** or **REMOVE** to update students.
- Click **SAVE GROUP**.

The screenshot displays the ETS Assessment Management interface for Online Testing Groups. The sidebar on the left includes links for Online Testing, Secure Browsers, Manage, Groups, and LCS Management. The main content area features search filters for Test Administration, Campus, and Group Name, along with a 'View Groups' button. Below the filters, a table lists four groups with their respective online student counts and action icons (edit, delete, download). A red box highlights the 'View & Edit Groups' button in the top right corner.

#	Group Name ▼	# Online Students	Actions
1	Extra PNPs	63	
2	Extra Tickets	109	
3	NO GROUP NAME GIVEN	11	
4	PNP Test-English	117	

# Online Test Status Reports

## Online Testing Report

### Online Testing Reports

General

#### District Test Status Report

**Content:** This district-level report provides the status of all online test registrations throughout a school district for the selected administration.  
**Uses:** Sort and filter this report by student and subject to help monitor and track the status of online testers, and verify score code and PNP settings.  
**Updates:** This report is updated 5 times periodically throughout the day and therefore may not reflect real-time status at a given point in time.

District \*

Training ISD [999996000]

Training and UAT Region [999999991]

Test Administration \*

2018 INT 3-8 Opportunity 1

Click on the download button to view the District Test Status Report.

#### Campus Test Status (of student) Report

**Contents:** This campus-level report provides the status of all online test registrations for a specific campus and test administration.  
**Uses:** Sort and filter this report by student and subject to help monitor and track the status of online testers, and verify score code and PNP settings.  
**Updates:** This report is updated 5 times periodically throughout the day and therefore may not reflect real-time status at a given point in time.

Campus \*

Training EL [999996003]

Training ISD [999996000]

Test Administration \*

2018 INT 3-8 Opportunity 1

Click on the download button to view the Campus Test Status report for the Campus.

Download

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	TESTING_	TESTING_DISTRICT	DISTRICT_CODE	TESTING_CAMPUS	CAMPUS_	TEST_ADM	TEST_SUB	TESTING_	PNP	PEIMS_ID	FIRST_NAME	MIDDLE_INITIAL	LAST_NAME	DOB	SCORE_CODE	STATUS_CODE	
2	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	8	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
3	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	4	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
4	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	3	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
5	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	8	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
6	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	5	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
7	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	7	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
8	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	6	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
9	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	5	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
10	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	4	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
11	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	6	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
12	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	3	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
13	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	7	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
14	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	3	T	10000007	TEST		INT-SEVENTH	30300		READY_TO_TEST	
15	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	7	T	10000007	TEST		INT-SEVENTH	30300		READY_TO_TEST	
16	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	6	R	10000007	TEST		INT-SEVENTH	30300		READY_TO_TEST	

# Online Test Registration Reminders and Helpful Hints

- Test sessions are automatically established when one or more students are registered to take an online test.
- Test sessions are set up at the campus level by subject for EOC (by subject and grade level for grades 3–8).
- By default, all students are placed in the NO GROUP NAME GIVEN group within a session unless otherwise specified.
  - Setting up additional testing groups is optional.

# Questions

# Questions?



# Trainings

- Technology Staff Network Configuration, Secure Browser Installation and Device Set up Webinar posted below:  
<https://texasassessment.gov/administrators/training/>
- Created specifically for technology staff at the district and campus level, and covered the following topics:
  - Secure Online Platform (SOTP) Overview
  - Reference Materials
  - Preparation: Network and Technical Infrastructure
  - Secure Browser Installation
  - Guidance for Technology Staff

# Upcoming Webinars

- **Overview of the STAAR Online Testing Platform**
  - October 29, 2019-1:30 p.m. - 3:00 p.m. CT.
  - [Registration](#) is required.
- **Getting Ready for your December 2019 Shipments to Arrive**
  - November 7, 2019- 1:30 p.m. - 3:00 p.m. CT.
  - [Registration](#) is required.
- **December 2019 Material Returns**
  - December 5, 2019, 1:30 p.m. - 3:00 p.m. CT.
  - [Registration](#) is required.

# Customer Support

- Texas Assessment Support Center
- Monday–Friday
- 8:00 a.m.–5:00 p.m. (CT)
- 855-333-7770
- [STAAREOC@ets.org](mailto:STAAREOC@ets.org) or [STAAR3-8@ets.org](mailto:STAAR3-8@ets.org)
- Click the chat link in the *Help Documentation* tab in TOMS.